



## DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK  
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2ND FLOOR, SUITE 220  
GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 3100.1E

011

22 Jul 16

### NAVCRUITDISTNY INSTRUCTION 3100.1E

Subj: SPECIAL INTEREST AND INCIDENT REPORTING

Ref: (a) OPNAVINST F3100.6J CH-3

Encl: (1) Region East Incident Reporting and SITREP Procedures

1. Purpose. To publish instructions and guidance for special incident reporting at Navy Recruiting District New York in accordance with reference (a).

2. Cancellation. NRDNYINST 3100.1D

3. Action

a. CDO. Upon notification of a possible incident requiring the submission of an OPREP-3/NAVY UNIT SITREP or notification to higher authority, immediately contact the Commanding Officer, Executive Officer, and Command Master Chief. These situations include, but are not limited to the following:

- (1) Death or serious injury of a Command Member
- (2) Government Vehicle accident causing death or serious injury
- (3) Bomb threat or force protection related incident
- (4) Suicide (threats or attempts)
- (5) Crimes committed against or by command personnel
- (6) Other major violations of law or good order and discipline (actual, suspected or threatened)
- (7) Situations that may attract press interest

b. Notify Navy Region Mid-Atlantic Region Operations Center.

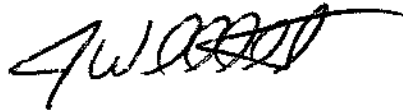
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c. Draft an Incident Summary (IS) for release to Region East per enclosure (1).

(1) Draft OPREP 3/SITREP with assistance from the Administrative Officer or Admin Department LPO.

d. When directed by the CO/XO, release OPREP-3/Navy Unit SITREP via Naval Message using the procedures and appropriate template per reference (a).

A handwritten signature in black ink, appearing to read 'J. W. Sticht', with a stylized, sweeping flourish extending from the end of the name.

J. W. STICHT

## REGION EAST INCIDENT REPORTING AND SITREP PROCEDURES

### NON-FP RELATED INCIDENT

- NRD CO/XO sends an Incident Summary (IS) to the CDRE, copy to Deputy and CSO
- Following Region acknowledgement of receipt of IS, NRD CO has authority to release SITREP
- The NRD will provide Deputy and CSO with copy of released SITREPs

### NON-FP Incident Summary (IS) Format

NRD:

Current NRS or Location:

Alleged Incident(s):

Alleged Offender(s):

Time in the Navy/Time Onboard:

Family Status:

Performance of Sailor:

Previous Incidents at Current or Previous Command:

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What's being done/way ahead (for both Sailor and Family):

Actions taken:

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## **REGION EAST INCIDENT REPORTING AND SITREP PROCEDURES**

### **FP RELATED INCIDENT**

#### **CAT I Report – OPREP**

**(Attack / Active Shooter, Deadly Force by NRC Personnel, CBRNE Event, Major Disaster / Incident, etc.)**

- Immediate voice or email report to appropriate ROC regardless of time of day
- NRD CO/XO sends an Incident Summary (IS) to the CDRE, copy NRC Deputy, NRC COS, NRC CDO, Region East Deputy and CSO
- Following Region acknowledgement of receipt of IS, NRD CO has authority to release SITREP
- The NRD will provide Deputy and CSO with copy of released SITREPs

#### **CAT II Report – OPREP/SITREP as Required**

**(Operational Surveillance, Civil Disturbance, Stolen Vehicle, Station Break-In, Suspicious Activity, etc.)**

- Email report (minimal delay) to appropriate ROC regardless of time of day
- NRD CO/XO sends an Incident Summary (IS) to the CDRE, copy NRC Deputy, NRC COS, NRC CDO, Region East Deputy and CSO
- Following Region acknowledgement of receipt of IS, NRD CO has authority to release SITREP
- The NRD will provide the Deputy and CSO with copy of released SITREPs

**FP Incident Summary (IS) Format**

**Report Type:**  
**Incident Date:**  
**Incident Time:**  
**BLUF:**

**Navy Recruiting District:**  
**Navy Recruiting Station:**  
**Collocated/Multiple/Navy Stand-Alone Station:**  
**Collocated Services:**  
**LPO/DLCPO/DIVO:**  
**Number of Station Personnel:**

**Incident Address:**

**Alleged Offender/Caller:**

**Complete Incident Description:**

**Service/Agency/POC**

<b>PII Compromised:</b>	Yes/No	
<b>Services Impacted:</b>	Yes/No	USMC USN USA USAF
<b>Services Informed:</b>	Yes/No	USMC USN USA USAF
<b>Police Involved:</b>	Yes/No	Police Department
<b>NCIS Informed:</b>	Yes/No	SSA John Doe, New York Field Office
<b>CNIC ROC Informed:</b>	Yes/No	CNRSE ROC
<b>NRD Informed:</b>	Yes/No	
<b>Navy Recruiting Region Notified:</b>	Yes/No	
<b>NRC HQ ATO Informed:</b>	Yes/No	
<b>NRC CDO informed:</b>	Yes/No	

**Weapons Involved:** Yes/No

**ATO Comments:**  
**SITREP Status:**